

Regular Meeting Minutes

June 15, 2005

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

MEETING SITE

F. Ray Power Building, WV Division of Rehabilitation Services – Institute, WV

CALL TO ORDER

Lee Dixon, Committee Chairperson, called the meeting to order at 9:32 a.m.

ATTENDANCE

Committee: Linda Maniak; Everette Sullivan; Brenda Morford; Donna Lipscomb, Lee Dixon; and Scott Padon (Executive Secretary)

WVARF Staff: Glenn McEndree; Chris Miller, Craig Greening, and Ken Kennedy

APPROVAL OF PREVIOUS MEETING MINUTES

Upon review of the May 18, 2005 meeting minutes Brenda Morford requested that the minutes be corrected to read with her married name of Brenda Morford rather than Brenda King.

MOTION #1

Everette Sullivan moved and Linda Maniak seconded the May 18, 2005 State Use Committee Minutes be approved as corrected. Motion Passed.

COMMITTEE ADMINISTRATIVE BUDGET REPORT

Executive Secretary, Scott Padon, reported that everything had been paid to date. The only outstanding expenses will be those resulting from the meeting today.

REPORT OF THE CHAIR

No report.

REPORT OF THE EXECUTIVE SECRETARY

No report

REPORT OF THE WV ARF EXECUTIVE DIRECTOR

Glenn McEndree, WV ARF Executive Director presented his report in writing covering the following:

1. WVARF is experiencing delays in payment from state agencies totaling \$329,000. The Office of Administration has paid \$113,000 of its approximate \$260,000 which is over 60 days old.. The Department of Highways owes about 13% of the over 60 days accounts receivables.
2. Glenn sent a two-page letter to the Green Acres Board of Directors outlining the water situation. The new executive director for Green Acres starts today. Her name is Emma Sue Smith.

3. Glenn has asked for weekly reports from Prestera on the water delivery transition from Green Acres to Prestera for Boone, Kanawha, and Putnam counties. Prestera indicates that the transition date of July 1, 2005 may not be feasible. Their concerns are: how many trips will they need to make to Green Acres for water, which type of truck to purchase, and the need to arrange for 1,000 square feet of warehousing space. It was recommended that Glenn contact Prestera to see if they can at least take care of the Tax Department's needs for water by July 1, 2005.
4. Work continues toward finalization of the WVARF Electronic Management System (EMS) with *Terradon Communications Group*.
5. WVARF is working towards implementation of an online catalog and mating its accounting software with the EMS software in order to implement electronic billing.
6. The USDA grant for CRP software, hardware, and training has been postponed until additional information about training needs is obtained.

CONTRACT COMPLAINTS

The following data was collected from July 1, 2004 to June 15, 2005 regarding email, verbal and/or formal complaints filed through the Purchasing Division on the *Vendor Performance Form (WV-82)*.

| FORMAL COMPLAINTS | |
|-------------------------|----|
| Bottled Water | 1 |
| VERBAL/EMAIL COMPLAINTS | |
| Rest Area | 2 |
| Stakes | 1 |
| Janitorial | 18 |
| Bottled Water | 3 |
| 20 oz. Water | 2 |
| Rubber Stamps | 3 |
| Courier | 3 |

CONTRACT PRESENTATION – RENEWAL AND NEW

Developed Projects

Ken presented information on products for the Committee to consider adding to the *WVARF04 Statewide Contract Covering Mandated Services* including framed mirror, rubber lab apron, vinyl apron, painter's drop cloth, foam hand soap, and foam hand soap dispensers.

MOTION #2

Brenda Morford moved and Donna Lipscomb seconded the Committee add the 16" x 22" framed mirror and 45" x 35" rubber lab apron to the WVARF04 Statewide Contract Covering Mandated Services and the Fair Market Price costing for each as presented. Motion Passed.

MOTION #3

Everette Sullivan moved and Brenda Morford seconded the Committee add the 2000 ml and 1250ml foam hand soap and dispensers to the WVARF04 Statewide

Contract Covering Mandated Services and the Fair Market Price costing for each as presented. Motion Passed.

| DEVELOPED PROJECTS | | | |
|--------------------|----------------------------------|-----------------------|--------------------|
| STATEWIDE CONTRACT | ITEM DESCRIPTION | ANNUAL FMP UNIT PRICE | CRP |
| WVARF04 | 16" x 22" framed mirror | \$38.27 | Gateway Industries |
| WVARF04 | 45" x 35" rubber lab apron | \$12.59 | Gateway Industries |
| WVARF04 | 2000 ml foam hand soap – 2/case | \$24.11 | SW Nicholas Cty. |
| WVARF04 | 1250ml foam hand soap – 3/case | \$16.38 | SW Nicholas Cty. |
| WVARF04 | 2000 ml foam hand soap dispenser | \$10.26 | SW Nicholas Cty. |
| WVARF04 | 1250ml foam hand soap dispenser | \$9.11 | SW Nicholas Cty. |

Public Broadcasting Tower Grounds Maintenance

Ken presented background information on a project with the West Virginia Public Broadcasting (PBS) to do grounds maintenance work originally around nine of the PBS broadcasting towers. Immediately prior to the Committee meeting, the agency called to lower the number of towers to five including those near Coopers Rock State Forest, Deep Creek Lake (MD), Mt. Storm, Pinnacle Rock, and Cacapon State Park. Since the statement of work changed due to the reduction in tower sites, WVARF staff was not able to adjust the costing information in time for the meeting and the Committee to approve a *fair market price*.

Due to the urgency for the state agency to contract services as soon as possible and the fact the Committee's next meeting isn't until August, members agreed to consider voting on approval upon being faxed the new costing information. The WVARF staff will revise the costing sheets and present to the members the request to approve the project effective July 1, 2005.

New Janitorial Contracts

Glenn and Craig presented information on janitorial services for the Division of Highways and Department of Health and Human Resources in order for the Committee decide on CRP assignment, fair market price, and addition to the *WVARF04 Statewide Contract Covering Mandated Services*.

MOTION #4

Donna Lipscomb moved and Everett Sullivan seconded the Committee assign and approve a new contract for Gateway Industries, Inc. to provide janitorial services for DOH District 9, Lewisburg and a new contract for Eastridge Behavioral Health Systems, Inc. to provide janitorial services for DHHR, Berkeley Springs. Motion Passed.

| NEW PROJECTS | | | |
|----------------|-----------|------------|--------------------|
| AGENCY | LOCATION | ANNUAL FMP | CRP |
| | | | |
| DOH District 9 | Lewisburg | \$3,381.56 | Gateway Industries |
| DHHR | Berkeley | \$7,514.40 | Eastridge |

Janitorial Contract Renewals

Craig presented an overview of the need for the West Virginia Division of Rehabilitation Services (DRS), due to its budget constraints, to reduce janitorial services at the Institute Complex from \$391,000 to approximately \$299,280. This means approximately 5 full-time CRP employees and one supervisor will need to move these employees into other CRP contracts. The Statement of Work will be significantly reduced. For example, offices normally cleaned once a week will be cleaned once a month. DRS tentatively agreed not to initiate the contract until August 1, 2005 in order to allow the workers to be absorbed into other CRP contracts. Both Brenda and Craig assured the Committee that the reduction in DRS funding for the contract was in no way a reflection on the work performance of the CRP.

Donna Lipscomb asked if arrangements could be made for NISH to visit with the Committee to provide training on how it determines fair market price, overhead, etc. Craig stated that arrangements could be made for NISH representatives to come to West Virginia to train the Committee, the CNA, and CRPs.

Donna questioned if there had been discussion by the Committee as to whether it is going to have a conference this year. Glenn indicated that the conference had not been brought up before the Committee. Donna stated that the Governor had put out on Tuesday a directive to his cabinet members that state agencies should use state parks [facilities] before going the private route. Donna stated that if a State Use Program annual conference is planned to please go to state parks [facilities] first.

MOTION #5

Brenda Morford moved and Linda Maniak seconded that the Committee accept the renewal contracts as presented below. Motion Passed.

| RENWED PROJECTS | | | |
|---|-------------------------|---------------------|----------------------|
| AGENCY | LOCATION | ANNUAL FMP | CRP |
| Dept of Health and Human Resources - Region One | | | |
| | | \$141,625.92 | |
| | Calhoun Grantsville | \$32,048.52 | WVARF |
| | Doddridge West Union | \$3,444.96 | Harrison County |
| | Gilmer Glenville | \$4,476.84 | Precision Services |
| | Hancock Weirton | \$18,294.84 | Hancock |
| | Harrison Clarksburg | \$27,792.72 | Harrison County |
| | Ohio Wheeling | \$28,354.44 | WATCH |
| | Pleasants St. Marys | \$4,535.04 | SW Resources |
| | Wetzel New Martinsville | \$22,678.56 | Northwoods |
| Dept of Health and Human Resources - Region Two | | \$260,199.84 | |
| | Boone Danville | \$19,886.40 | Integrated Resources |
| | Jackson Fairplain | \$24,768.96 | WV ARF |
| | Kanawha Charleston | \$77,133.96 | G1 Kan Valley |

| Mason | Pt. Pleasant | \$12,655.20 | GI of KYOWVA |
|--|--------------------------|---------------------|----------------------|
| AGENCY | LOCATION | ANNUAL FMP | CRP |
| Putnam | Teays Valley | \$18,498.00 | G1 Kan Valley |
| Lincoln | Hamlin | \$43,496.52 | WVARF & GI of KYOWVA |
| Mingo | Williamson | \$21,929.64 | Integrated Resources |
| Wayne | Wayne | \$18,982.92 | GI of KYOWVA |
| Dept of Health and Human Resources - Region Three | | \$188,925.72 | |
| Barbour | Philippi | \$32,868.24 | WV ARF |
| Berkeley | Martinsburg | \$45,387.00 | Developmental Ctr |
| Grant | Petersburg | \$9,009.96 | Developmental Ctr |
| Hampshire | Romney | \$9,668.16 | Developmental Ctr |
| Hardy | Moorefield | \$12,935.52 | Developmental Ctr |
| Lewis | Weston | \$30,610.56 | Buck-Up |
| Mineral | Keyser | \$9,668.16 | Developmental Ctr |
| Morgan | Berkeley Springs | \$7,514.40 | Eastridge |
| Preston | Kingwood | \$8,827.68 | Preston County |
| Randolph | Elkins | \$22,436.04 | Randolph County |
| Dept of Health and Human Resources - Region Four | | \$139,950.12 | |
| Clay | Clay | \$10,074.48 | Clay County |
| Greenbrier | Lewisburg | \$31,971.36 | Gateway |
| McDowell | We1ch | \$36,065.40 | WV ARF |
| Nicholas | Summersville | \$18,941.28 | Nicholas County |
| Pocahontas | Marlinton | \$3,442.56 | Gateway |
| Summers | Hinton | \$9,213.24 | Integrated Resources |
| Webster | Webster Springs | \$11,946.96 | Nicholas County |
| Wyoming | Pineville | \$18,294.84 | Integrated Resources |
| Dept of Health and Human Resources | Diamond Bldg Charleston, | \$303,223.71 | G1 Kan Valley |
| DD Council | Charleston | \$4,372.68 | G1 Kan Valley |
| Child Support Enforcement | Morgantown | \$5,198.46 | PACE. |
| Child Support Enforcement | Sutton | \$6,486.77 | Precision Services |
| Medical Examiner's Office | Virginia St., Charleston | \$11,717.03 | GI Kan Valley |
| DOH District 3, Headquarters | Parkersburg | \$48,444.80 | SW Resources |
| DOH District 3, Materials Lab | Parkersburg | \$4,355.17 | SW Resources |
| DOH District 3 Traffic & Utilities | Parkersburg | \$6,208.10 | SW Resources |
| DOH District 5, Headquarters | Burlington | \$47,859.02 | Developmental Ctr |
| DOH District 5, Berkeley County | Martinsburg | \$8,152.02 | Developmental Ctr |
| DOH District 5, Engineering .2: Office | Martinsburg | \$3,259.72 | Developmental Ctr |

| DOH District 5, Hampshire Cty | Romney | \$7,175.23 | Developmental Ctr |
|---------------------------------|---------------------------|--------------|----------------------|
| AGENCY | LOCATION | ANNUAL FMP | GRP |
| DOH District 5, Mineral County | New Creek | \$2,373.67 | Developmental Ctr |
| DOH District 9, Headquarters | Lewisburg | \$33,275.10 | Gateway Industries |
| DOH District 9, Mat'l's Bld.2: | Hart's Run | \$2,700.81 | Gateway Industries |
| DOH District 9, 1-64 Office | Hart's Run | \$2,700.81 | Gateway Industries |
| DOH District 9, Greenbrier Cty | Lewisburg | \$9,535.88 | Gateway Industries |
| DOH District 9, Monroe County | Union | \$3,858.65 | Gateway Industries |
| DOH District 9, Nicholas County | Summersville | \$7,673.42 | Nicholas County |
| DOH District 9 Summers County | Hinton | \$5,616.25 | Integrated Resources |
| Tax & Revenue | 101 Lee St, Charleston | \$8,890.53 | GI of Kan Valley |
| Tax & Revenue | 1124 Smith St, Charleston | \$19,228.01 | GI of Kan Valley |
| Tax & Revenue | Clarksburg | \$4,161.99 | Harrison County |
| Tax & Revenue | Martinsburg | \$6,101.79 | Developmental Ctr |
| Div of Natural Resources | Beckley - janitorial | \$8,194.20 | Integrated Resources |
| Div of Natural Resources | Beckley - grounds | \$3,112.08 | Integrated Resources |
| Div of Forestry | Parkersburg | \$2,461.53 | SW Resources |
| School Bldg Authority | Charleston | \$6,123.84 | G1 of Kan Valley |
| Kanawha County Courthouse | Charleston | \$43,364.48 | G1 of Kan Valley |
| Public Service Commission | Charleston | \$80,601.60 | G1 of Kan Valley |
| Div of Rehab Services | Elkins | \$4,219.52 | Randolph County |
| Div of Rehab Services | Keyser | \$4,865.95 | Developmental Ctr |
| Div of Rehab Services | Logan | \$5,153.26 | Integrated Resources |
| Div of Rehab Services | Morgantown | \$6,467.30 | PACE |
| Div of Rehab Services | Mullens | \$2,398.15 | Integrated Resources |
| Div of Rehab Services | Pt Pleasant | \$3,794.81 | GI of KYOWV A |
| Div of Rehab Services | Sistersville | \$3,004.66 | Northwoods |
| Div of Rehab Services | Spencer | \$2,043.19 | JCDC |
| Div of Rehab Services | Weirton | \$3,793.87 | Hancock County |
| Div of Rehab Services | Weston | \$4,329.38 | Buck-Up |
| Div of Rehab Services | Institute | \$299,287.67 | G1 of Kan Valley |

OLD BUSINESS

WV ARF Accounts Receivable Report

Chris Miller reported sales going through WVARF were year-to-date \$8,670,414 and FY 2005 annualized of approximately \$10.4 million.

Aged receivables over 60 days as of May 31, 2005 were 25.85%. As previously discussed actions have been taken to work with the Department of Administration and Department of Highways to significantly reduce each agency's payables to WVARF.

Ratio Update

The following CRPs were below the 75% ratio: Clay County Services Unlimited, Goodwill Industries of Kanawha Valley, Precision Services, Preston County Sheltered Workshop, and Randolph County Sheltered Workshop. Based on the collective direct labor hours for all participating CRPs over the past three quarters the ratio is 86.1% which is well above the 75% ratio standard.

NEW BUSINESS

None

COMMENTS FROM THE PUBLIC

None

ADJOURNMENT

MOTION #5

Everette Sullivan moved and Brenda Morford seconded to adjourn the meeting at 11:27 a.m. Motion Passed.

NEXT MEETING

August 17, 2005

9:30 a.m. to 12:00 p.m.

F. Ray Power Building

Large Conference Room

WV Division of Rehabilitation Services

Institute, WV